

APSU Writing Center

Chicago Style 18th Edition (Notes & Bibliography)

Which Citation Style Should I Use? This handout follows the Notes-Bibliography Style.

Check your instructor or syllabus to determine which method to use:

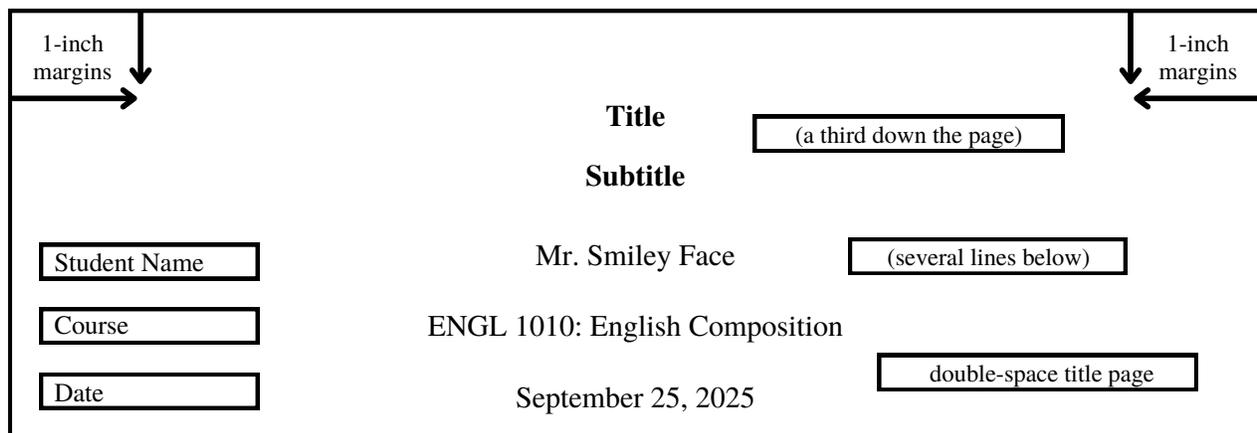
- **Notes and Bibliography:** Uses numbered footnotes or endnotes plus a bibliography.
- **Author-Date:** Uses in-text parenthetical references with a Reference List.

Formatting

- **Margins:** 1-inch on all sides.
- **Font:** Times New Roman 12 pt.
- **Double-spaced:** Main text of the paper.
- **Single-spaced:** Block quotations, notes, bibliography entries, table titles, and figure captions.
- **Page Numbers:** Begin in the header of the first page of text with Arabic numeral 1.

Title Page

- The title should be centered one-third of the way down the page.
- Your name, class information, and date should follow several lines later.
- For subtitles, end the title line with a colon and place the subtitle on the line below.
- Double-space each line of the title page.
- Do not include a page number on the cover page.



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Main Body

- Start each paragraph with a topic sentence introducing the paragraph’s main idea.
- Titles in text, notes, and bibliographies use headline-style capitalization.
- **Italicized:** Larger works (books, periodicals, plays, long poems).
- **Quotation marks:** Shorter works (articles, chapters, most poems).
- Otherwise, use minimal capitalization, applying lowercase to terms except proper nouns.

<p style="text-align: center;">Lyotard (1984) sees “modern” as fit for describing “any science that legitimates itself with reference to a metadiscourse of this kind making an explicit appeal to some grand narrative...</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">page number</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">double-space body paragraphs</div>

Headings

- Use consistent, parallel headings in headline-style capitalization.
- Begin subheadings on a new line and distinguish levels using font size, type style, bold/italics, and placement (centered or flush left).
- Limit to three levels; ensure hierarchy is clear.
- Do not end subheadings with periods.

Chicago Headings	
Level	Format
1	Centered, Boldface or Italic Type, Headline-style Capitalization
2	Centered, Regular Type, Headline-style Capitalization
3	Flush Left, Boldface or Italic Type, Headline-style Capitalization
4	Flush left, roman type, sentence-style capitalization
5	Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.

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Chicago Style 18th Edition - Footnotes

Check with your instructor if you need to include Footnotes or Endnotes.

Footnotes

- Placed at the bottom of the page (footer). Single-spaced.
- Use a superscript number sequentially.
- Shortened footnotes can be used after the first full citation.

Creating in Word

- Click on the “References” tab in your MS Word document, then select the “Insert Footnote”.

Shortened Footnote

- **Format:** Author's last name, Shortened Title, Page Number
- Shortened Footnotes are used after the first time a source is cited in a paper and does not include all relevant information.
 - **Full Footnote Example:** John Bright, Jeremiah. *The Anchor Bible* (Doubleday, 1965), 60.
 - **Shortened Footnote Example:** 1. Bright, Jeremiah, 60.
 - **Shortened Footnote Example:** 2. Bright, 60

Book Example

¹ First name Last name, *Title* (Publisher, Publication year), Page number.

- ¹ Ty Hawkins, *Reading Vietnam Amid the War on Terror* (Palgrave Macmillan, 2012), 34.

Peer tutors work collaboratively with students, encouraging them to take ownership of their writing and fostering a deeper understanding of the writing process.¹ This approach aligns with the best practices outlined in *The Bedford Guide for Writing Tutors* and supports research showing that collaborative tutoring improves student outcomes.²

¹ Leigh Ryan and Lisa Zimmerelli, *The Bedford Guide for Writing Tutors* (Bedford/St. Martin's, 2020), 4.

² Ryan and Zimmerelli, *The Bedford Guide*, 4.

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Chicago Style 18th Edition - Endnotes

Endnotes

- If footnotes are used, endnotes are unnecessary.
- Placed on a separate page after the text but before the bibliography. Single-spaced.
- Use superscript numbers sequentially, same as footnotes.
- Indent each entry 0.5 inches; number followed by a period.
- Title the page Notes (centered).

What to do when bibliographic information is missing?

- Missing author: Cite by title
- Missing date: Use n.d. in place of the date
- Missing publisher: Use n.p. in place of the publisher

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Notes

1. Jamie Zell, *Getting It* (Penguin Press, 2016), 215-18.
2. Witney More and Charles Smith, *Seeking Success* (Simon & Schuster, 2015), 15.
3. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Graywolf Press, 2016), 168-70.

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Chicago Style 18th Edition - Bibliography Page

Bibliography Page

- Place on a separate page from your main text.
- Single-spaced entries with one blank line between entries.
- Use hanging indents.
- Leave two blank lines between the word Bibliography (centered) and your first entry.
- Use “and” for multi-author entries, not “&.”
- For 1–10 authors, list all names (footnotes can be shortened).
- For online sources, provide DOIs instead of URLs when possible. Include access dates only if publication/revision date is unavailable.
- Alphabetize by author’s last name; if no author, alphabetize by title.
- If an entry starts with a number or year, alphabetize by how it would be spoken.

Bibliography Example

	Bibliography	Page Number
First Line: Left-aligned	→ Palmer, Sarah. “How to Do Basically Anything.” <i>Journal of Historical Initiatives</i> 17 (2013): 133-35. https://doi.org/1980.4949654 .	2 spaces
Second Line: Indent 1/2 inch	→ Scotto, Joan. <i>Gender and the Politics of History</i> . Columbia University Press, 1988.	1 space

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Chicago Style 18th Edition - Notes & Bibliography Citations

Books

- **Note:** First name Last name, *Title of Book* (Publisher, Year of publication), page number.
 - **Example:** 2. Zadie Smith, *Swing Time* (Penguin Press, 2016), 315–16.
- **Shortened note:** Last name, Title of Book, Page Number.
 - **Example:** 3. Smith, *Swing Time*, 320.
- **Bibliography entry:** Last name, First name. *Title of Book*. Publisher, Year of publication.
 - **Example:** Smith, Zadie. *Swing Time*. Penguin Press, 2016.

Chapter or Other Part of an Edited Book

- **Note:** First Name Last Name, “Chapter Title,” in *Title of Book*, ed. First Name Last Name (Publisher, Year of Publication), Page.
 - **Example:** 1. Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.
- **Shortened note:** Last Name, “Chapter Title,” page number.
 - **Example:** Doyle, “Queen Mary Psalter,” 65.
- **Bibliography entry:** Last Name, First Name. “Title of Chapter.” In *Title of Book*, ed. First Name Last Name and First Name Last Name. Publisher, Year.
 - **Example:** Doyle, Kathleen. “The Queen Mary Psalter.” In *The Book by Design*, ed. by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.

Translated Book

- In this example, the Author’s name follows Eastern order with the last name first.
- **Note:** Last Name First Name, *Title of Book*, trans. First Name Last Name (Publisher, Year), page number.
 - **Example:** Liu Xinwu, *The Wedding Party*, trans. Jeremy Tiang (Amazon Crossing, 2021).
- **Shortened note:** Last Name, *Title*, page number.
 - **Example:** Liu, *Wedding Party*, 279.
- **Bibliography entry:** Last Name First Name. *Title of Book*. Translated by First Name Last Name. Publisher, Year.
 - **Example:** Liu Xinwu. *The Wedding Party*. Translated by Jeremy Tiang. Amazon Crossing, 2021.

Ebook (Kindle, PDF, etc.)

- When no fixed page numbers exist, cite a section, chapter, or omit.
- **Note:** First Name Last Name, *Title of Book* (Publisher, Year), chapter or section, Format.
 - **Example:** Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6, Kindle.
- **Shortened note:** Last Name, *Shortened Title*, chapter or section.
 - **Example:** Roy, *God of Small Things*, chap. 7.
- **Bibliography entry:** Last Name, First Name. *Title of Book*. Publisher, Year. Format.
 - **Example:** Roy, Arundhati. *The God of Small Things*. Random House, 2008. Kindle.

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Chicago Style 18th Edition - Notes & Bibliography Citations

Online Book

- Give the URL or database name.
- **Note:** First Name Last Name, *Title of Book* (Publisher, Year), page or section, URL or Database.
 - **Example:** Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.
- **Shortened note:** Last Name, *Shortened Title*, page or section.
 - **Example:** Borel, *Fact-Checking*, 104–5.
- **Bibliography entry:** Last Name, First Name. *Title of Book*. Publisher, Year. URL or Database.
 - **Example:** Borel, Brooke. *The Chicago Guide to Fact-Checking*. 2nd ed. University of Chicago Press, 2023. EBSCOhost.

Book Published Before 1900

- Cite the place of publication instead of a publisher.
- **Note:** First Name Last Name, *Title of Book* (Place of Publication, Year), page or section, URL
 - **Example:** Herman Melville, *Moby-Dick*; or *The Whale* (New York, 1851), 627, <https://melville.electroniclibrary.org/moby-dick-side-by-side>.
- **Shortened note:** Last Name, *Shortened Title*, page or section.
 - **Example:** Melville, *Moby-Dick*, 722–23.
- **Bibliography entry:** Last Name, First Name. *Title of Book*. Place of Publication, Year. URL.
 - **Example:** Melville, Herman. *Moby-Dick*; or *The Whale*. New York, 1851. <https://melville.electroniclibrary.org/moby-dick-side-by-side>.

Journal Article

- **Note:** First Name Last Name, “Title of Article,” *Journal Name* Volume, no. Issue (Year): page(s), URL or Database.
 - **Example:** 2. B. T. Hebert, “The Island of Bolsö: A Study of Norwegian Life,” *Sociological Review* 17, no. 4 (1925): 310, EBSCOhost.
- **Shortened note:** Last Name, “Shortened Article Title,” page(s).
 - **Example:** 6. Hebert, “Island of Bolsö,” 311.
- **Bibliography entry:** Last Name, First Name. “Title of Article.” *Journal Name* Volume, no. Issue (Year): full page range. URL or Database.
 - **Example:** Hebert, B. T. “The Island of Bolsö: A Study of Norwegian Life.” *Sociological Review* 17, no. 4 (1925): 307–13. EBSCOhost.

Journal Articles with Multiple Authors

- **Two authors:** list both in notes and bibliography.
- **Three to six authors:** list all in the bibliography in notes, list the first followed by et al.
- **More than six authors:** list the first three in the bibliography, followed by et al. in notes, list the first author only, followed by et al.

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News or Magazine Article

- Page numbers can be cited in a note but are omitted from the bibliography entry.
- **Note:** First Name Last Name, “Title of Article,” *Publication Name*, Month Day, Year, URL or Database.
 - **Example:** Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.
- **Shortened note:** Last Name, “Shortened Article Title,” page(s) if applicable.
 - **Example:** Pegoraro, “Apple’s iPhone.”
- **Bibliography entry:** Last Name, First Name. “Title of Article.” *Publication Name*, Month Day, Year. URL or Database.
 - **Example:** Pegoraro, Rob. “Apple’s iPhone Is Sleek, Smart and Simple.” *Washington Post*, July 5, 2007. LexisNexis Academic.

Book Review

- **Note:** First Name Last Name, “Title of Review,” review of *Title of Book*, by Author Name, *Publication Name*, Month Day, Year.
 - **Example:** Alexandra Jacobs, “The Muchness of Madonna,” review of *Madonna: A Rebel Life*, by Mary Gabriel, *New York Times*, October 8, 2023.
- **Shortened note:** Last Name, “Shortened Review Title.”
 - **Example:** Jacobs, “Muchness of Madonna.”
- **Bibliography entry:** Last Name, First Name. “Title of Review.” Review of *Title of Book*, by Author Name. *Publication Name*, Month Day, Year.
 - **Example:** Jacobs, Alexandra. “The Muchness of Madonna.” Review of *Madonna: A Rebel Life*, by Mary Gabriel. *New York Times*, October 8, 2023.

Social Media Content

- Comments are cited with the commenter’s name, date, and a reference to the original post.
- **Note:** Username (or Author Name), “First 280 characters of post,” Platform, Month Day, Year, URL.
 - **Example:** Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.
- **Shortened note:** Username or Author Name, “First few words of post.”
 - **Example:** Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”
- **Bibliography entry:** Author or Organization. “First 280 characters of post.” Platform, Month Day, Year. URL.
 - **Example:** Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

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Web Page

- If a source does not list a date of publication or revision, include an access date.
- **Note:** “Title of Web Page,” Website Name, Owner/Organization, publication or last modified date, URL.
 - **Example:** “Privacy Policy,” Privacy & Terms, Google, effective November 15, <https://policies.google.com/privacy>.
- **Shortened note:** Owner or Sponsor, “Shortened Title.”
 - **Example:** Google, “Privacy Policy.”
- **Bibliography entry:** Owner or Sponsor. “Title of Web Page.” Website Name. Publication, last modified, accessed, or archived date (as applicable). URL.
 - **Example:** Google. “Privacy Policy.” Privacy & Terms. Effective November 15, 2023. <https://policies.google.com/privacy>.

Interview

- **Note:** Interviewee Name, “Title of Interview,” interview by Interviewer Name, *Program/Publication Name*, Publisher/Platform, Month Day, Year, format, time, URL.
 - **Example:** Joy Buolamwini, “‘If You Have a Face, You Have a Place in the Conversation About AI,’ Expert Says,” interview by Tonya Mosley, *Fresh Air*, NPR, November 28, 2023, audio, 37:58, <https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.
- **Shortened note:** Interviewee Last Name, interview.
 - **Example:** Buolamwini, interview.
- **Bibliography entry:** Interviewee Last Name, First Name. “Title of Interview.” Interview by Interviewer Name. *Program/Publication Name*, Publisher/Platform, Month Day, Year. Format, time (if applicable). URL.
 - **Example:** Buolamwini, Joy. “‘If You Have a Face, You Have a Place in the Conversation About AI,’ Expert Says.” Interview by Tonya Mosley. *Fresh Air*, NPR, November 28, 2023. Audio, 37:58. <https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.

Podcast

- **Note:** Host Name, host, *Podcast Title*, season #, episode #, “Episode Title,” Publisher, Month Day, Year, duration (min., sec.), URL.
- **Example:** Lauren Ober, host, *The Loudest Girl in the World*, season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!,” Pushkin Industries, September 13, 2022, 41 min., 37 sec., <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.
- **Shortened note:** Last Name, “Shortened Title,” time reference if applicable.
 - **Example:** Ober, “Goodbye, Routine.”
- **Bibliography entry:** Host Last Name, First Name, host. *Podcast Title*. Season #, episode #, “Episode Title.” Publisher, Month Day, Year. Podcast, duration (min., sec.). URL.
 - **Example:** Ober, Lauren, host. *The Loudest Girl in the World*. Season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!” Pushkin Industries, September 13, 2022. Podcast, 41 min., 37 sec. <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

Chicago Style 18th Edition - Notes & Bibliography Citations

Thesis or Dissertation

- **Note:** First Name Last Name, “Title of Thesis or Dissertation” (Degree, University, Year), page(s), Database or Archive (Identifier if applicable).
 - **Example:** Yuna Blajer de la Garza, “A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies” (PhD diss., University of Chicago, 2019), 66–67, ProQuest (13865986).
- **Shortened note:** Last Name, “Shortened Title,” page(s).
 - **Example:** Blajer de la Garza, “House,” 93.
- **Bibliography entry:** Last Name, First Name. “Title of Thesis or Dissertation.” Degree, University, Year. Database or Archive (Identifier if applicable).
 - **Example:** Blajer de la Garza, Yuna. “A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies.” PhD diss., University of Chicago, 2019. ProQuest (13865986).

Video or Lecture

- For moderated or posted lectures, include the moderator, the posting date, and the platform.
- **Note:** First Name Last Name, “Title of Video,” Platform or Event, Location (if applicable), Month Year, duration (min., sec.), URL.
 - **Example:** Vaitea Cowan, “How Green Hydrogen Could End the Fossil Fuel Era,” TED Talk, Vancouver, BC, April 2022, 9 min., 15 sec., https://www.ted.com/talks/vaitea_cowan_how_green_hydrogen_could_end_the_fossil_fuel_era.
- **Shortened note:** Last Name, “Shortened Title,” time reference if applicable.
 - **Example:** Cowan, “Green Hydrogen,” at 6:09–17.
- **Bibliography entry:** Last Name, First Name. “Title of Video.” Platform or Event, Location (if applicable), Month Year. Video, duration (min., sec.). URL.
 - **Example:** Cowan, Vaitea. “How Green Hydrogen Could End the Fossil Fuel Era.” TED Talk, Vancouver, BC, April 2022. Video, 9 min., 15 sec. https://www.ted.com/talks/vaitea_cowan_how_green_hydrogen_could_end_the_fossil_fuel_era.

Personal Communication

- Personal communications are rarely included in a bibliography.
- **Note:** First Name Last Name, type of communication to author, Month Day, Year.
 - **Example:** Sam Gomez, Facebook direct message to author, August 1, 2024.
- **Shortened note:** Last Name, type of communication.
 - **Example:** Gomez, Facebook direct message.



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This packet is adapted from the information from Purdue Owl and the Chicago Style Manual.

Works Cited

“General Format,” *The Purdue OWL*, <https://owl.english.purdue.edu/owl/resource/717/02/>.

The Chicago Manual of Style. 2024. "Notes and Bibliography: Sample Citations."

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html